



Idaho State Archives
A Division of the
Idaho State Historical Society
2205 Old Penitentiary Road
Boise, ID 83712
T: (208) 334-2620
P: (208) 334-2626
E: public.archives@ishs.idaho.gov

TRANSMITTAL/RECEIPT

TRANSFER OF PUBLIC RECORDS TO THE IDAHO STATE ARCHIVES

(Archives Use Only)

AR #: _____

Date Received: _____

Received by: _____

1. Dept. #	2. Department (if applicable)	3. Division (if applicable)	4. Agency/County
5. Physical Location of Records		Contact Name	Phone #

7. DESCRIPTION OF RECORDS

7A. Series Title	7B. Inclusive Dates
7C. Retention Schedule & Item #'s	7D. File index, code or manual available? <input type="checkbox"/> Yes <input type="checkbox"/> No

7E. Series Description (Include information regarding content, order, etc.)

8. Total # of Containers Transferred:

Format of Records: (Check each type that applies)

- | | | |
|--|--|--|
| A. <input type="checkbox"/> paper documents | D. <input type="checkbox"/> photographs, slides, negatives | G. <input type="checkbox"/> audio tapes/cassettes |
| B. <input type="checkbox"/> maps, blueprints, engineering drawings | E. <input type="checkbox"/> microforms | H. <input type="checkbox"/> computer disks/magnetic tape |
| C. <input type="checkbox"/> bound volumes | F. <input type="checkbox"/> videotapes/motion pictures | I. <input type="checkbox"/> other _____ |

(Archives Use Only, Box #'s)

Transfer List #(s)

Total Cubic Feet _____

Physical Condition of Records (Note damage or unusual wear)

10. Restrictions on Use

☐ None ☐ Yes - Cite applicable statute or regulations:

11. The above described public records are transferred to the official custody of the Idaho State Archives under ISC 67-4126(7)

11A. Transferring Agency:

I authorize the transfer of records herein described.

Signature _____ Date _____

Typed Name & Title

11B. Idaho State Archives:

I accept custody of records herein described.

Signature _____ Date _____

Typed Name & Title

Transmittal Receipt (2/2013)

Remember to follow the transfer procedures detailed in the the Idaho State Archives and Records Center Policies & Procedures (Page 8-10) which details how materials should be prepared to to transferred to the State Archives. These include box inventories in each box and emailed to the State Archives along with correct box organization and labeling among other steps.